



24-27 August 2021

Kyoto, Japan

Institutional/Organised Panel Proposal

A full panel proposal submitted by a convenor with 3-5 paper presentations

1. Institutional panels

Organised and/or sponsored by institutes/organizations/universities. As a token of appreciation for the institute's efforts, the institute will be acknowledged in the conference programme. We ask the convenor to submit the full panel proposal (panel title, panel abstract, participants details, paper abstracts etc.). They are also required to include the contact details of each of the participants. Each participant is only allowed to present **one paper** during the conference. In addition to presenting this one paper the participant is allowed to do a PhD pitch, Book presentation or take on other (multiple) roles, such as chair, discussant, roundtable participant, etc., but only once as paper presenter.

2. Organised panels

Composed of a group of individual scholars (from different backgrounds, institutes, countries). Convenors of organised panels are asked to submit the full panel proposal (panel title, panel abstracts, participants details, paper abstracts etc.). They are also required to include the contact details of each of the participants. Each participant is only allowed to present **one paper** during the conference. In addition to presenting this one paper the participant is allowed to do a PhD pitch, Book presentation or take on other (multiple) roles, such as chair, discussant, roundtable participant, etc., but only once as paper presenter.

For all institutional or organised panels:

- The time slot for an organised/institutional panel is one hour and forty-five minutes. The organised/institutional panel should consist of a chair, discussant (optional) and 3–5 presenters.
- Our point of departure in programming the panels is that all participants are present for the duration of the meeting. Due to the large number of panels it is not possible to take individual programme requests concerning date and timing of presentations into account.
- If you would like to submit multiple panels, please submit a separate form for each panel. The titles of the panels can be the same, but please number them separately (e.g. Law and Order I, Law and Order II). You are permitted to submit a maximum of four panels with the same panel title.
- We only accept complete panel proposals. Please make sure that you have gathered the details of all participants (including paper abstracts and personal details for each presenter) before you start filling in the form.
- The maximum number of words for a panel abstract is 400 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- The maximum number of words for a paper abstract is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- After submitting your proposal, a notification email will be sent to your email address informing you that the proposal has been successfully submitted. Please contact the ICAS 12 Secretariat at icas12@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).

↓ **Scroll down for a step-by-step submission manual** ↓

Step 1 – Register or log in to the Submission System

When you are new to the system an account profile needs to be set up, please click the 'Join Now' button. When you have created your account an email with the log-in link will be sent to the email address you have used to create your account with. Through the link you can access the ICAS 12 submission system any time before the submission deadline in case you are unable to finish the submission in one go or if you need to amend details at a later time. If you have forgotten your access key, you can click the 'Lost your access key?' link, fill in the email address you have used to create your account with and a link to reset your access key will be sent to you.



24-27 August 2021

Kyoto, Japan

Abstract Scorecard®

Conference Details | Technical Support

Welcome to the ICAS 12 Proposal Submission Form

Log in to the ICAS 12 Submission System

New users for ICAS 12

Click 'Join Now' to begin your first submission for ICAS 12.

Please click here when you are new to the system

[Join Now](#)

Already started a submission?

Email Address *

Access Key *

When you have already started a submission, you can log in here. The login link will be sent to the email address you registered with.

[Lost your access key?](#)

If you have forgotten your access key, please click this link and fill in the email address you registered with and a link to reset your access key will be sent to you.

[Login](#)

Questions? Organizer: ICAS 12 - icas12@iias.nl

Step 2 – Home page of your account

On the bottom of the home page this manual and the proposal formats descriptions can be downloaded. It is advisable to view these format descriptions first as there are several different proposal formats.

Start a new proposal by clicking on the green link 'Click here to begin a new Proposal'

ICAS 12

24-27 August 2021

Kyoto, Japan

Call for Papers | Home | Log Out

Conference Details | Technical Support

EVENT INFORMATION

ICAS 12
24 - 27 August, 2021
Kyoto
Japan
Contact the Event Organizer

YOUR PROFILE

Tess Tester
International Institute for Asia...
Logins: 0 Log Out
View / Edit Your Profile

SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.

Feedback Form

PROPOSALS (You have 0 complete proposals, 0 incomplete proposals, and 0 withdrawn proposals)

[Click here to begin a new proposal](#)

SUBMISSION MANUAL AND PROPOSAL FORMATS DESCRIPTION

Please click on the links to view the [Submission manual](#) or [All proposal formats description](#).

Step 3 – Start a new proposal

Fill in your proposal title and select a proposal type. View the description of the different submission types by clicking on the link 'View Submission Type descriptions.' with the description you will also find a submission manual for that specific format.

ICAS 12

24-27 August 2021

Kyoto, Japan

Call for Papers | Home | Log Out

Conference Details | Technical Support

Home / New Proposal

START A NEW PROPOSAL

Submit

Please note that each participant is only allowed to submit/present ONE paper in an organized/institutional panel OR as an individual presentation. In addition to presenting this paper the presenter is allowed to do a PhD pitch, Book presentation or take on other (multiple) roles, such as chair or discussant, or roundtable participant.

Proposal Title *
Please use headline-style capitalization (title case), e.g. Latests Developments and Trends in Asia

Enter your Proposal Title here in headline-style capitalisation

0 characters (200 max)
0 words (25 max)

Submission Type *
Please note that paper presentations that are part of an organized/institutional panel should not be submitted as an individual paper.

-- Select Submission Type --

Select the type of submission in this dropdown menu

View Submission Type descriptions.

View the description of the different proposal formats in this link.

Submit

Panel – Task list

Your proposal details can be viewed on top of this page. **There are four tasks that need to be completed before you can submit your proposal. They can be viewed in your Task list.**

1. The Overall Panel Abstract Task
2. The Participants Task
3. The Paper Presentation Task
 - Paper titles, abstracts and co-authors
4. The Disclaimer Task

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

Home / Proposal / Task List for 'VR and AR Developments in Asia'



TASK LIST

Save Submission

Please click on each task below to enter the requested information. A large green check mark will appear once the task has been completed. After you have completed all of the tasks below, click 'Save Submission'.

When you have checked all details and are ready to submit your proposal, click the 'Submit' button.

[Edit VR and AR Developments in Asia](#)

Your proposal details

Proposal ID: 854773
Submission Type: Panel
Proposal Status: Active

New proposal was successfully added.



1. Overall Panel Abstract
Click here to provide the overall panel abstract.



2. Participants
Click here to add participants to this panel.



3. Paper Presentations
Click here to provide an individual paper presentation.



4. Disclaimer
Click here to indicate your agreement.

This is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.

Save Submission

Home / Proposal / Tasks /

This clickable path in the upper left corner can help you navigate.

1. The Overall Panel Abstract Task

The Proposal title that you have filled in at **Step 3** will appear here. If needed, you can change it here, your Proposal details will automatically be updated accordingly.

Select a theme and region. The overall panel abstract can be a maximum of 400 words.

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

Home / Proposal / Tasks / Edit Overall Panel Abstract Task for 'VR and AR Developments in Asia'

 EDIT OVERALL PANEL ABSTRACT TASK FOR 'VR AND AR DEVE... Continue

* indicates required

Participants of ICAS 12 are expected to fund their own registration fee, travel and accommodation. Limited financial support is only available for selected PhD students and early career scholars (obtained PhD degree after 1 January 2018). You will receive further instructions on how you and/or your panel members can apply for a grant if your proposal is accepted.

The Proposal title will appear here, you can change this if needed.

Proposal Title *
Please use headline-style capitalization (title case), e.g. Latests Developments and Trends in Asia

VR and AR Developments in Asia 30 characters (Max 200 characters)
6 words (Max 25 words)

Theme *
Please select one:

-- Select a Theme --

Description of the types can be found under this link

Will this be an Institutional Panel or Organized Panel? *

- Institutional panels: Organized and/or sponsored by institutes/organizations/universities. As a token of appreciation for the institute's efforts, the institute will be acknowledged in the conference program.
- Organized panels: Composed of a group of individual scholars (from different backgrounds, institutes, countries).

Please view the full descriptions of the panel types here.

-- Select One --

Select a Theme and a Region for your proposal

Please select your region. *

-- Select One --

Overall Panel Abstract *
(400 words maximum)

File Edit Insert View Format Table Tools

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Enter the Overall panel abstract in this box.

0 characters
0 words (Max 400 words)

If you have selected Institutional Panel above, please type the institution's name below.

Leave this box blank if you have selected 'Organized panel'

0 characters
0 words

Continue

Home / Proposal / Tasks /

This clickable path in the upper left corner can help you navigate.

2. The Participants Task

The list of all participants (including Convenor, Chair, Discussant (optional) and a minimum of 3 and maximum of 5 Presenters) needs to be provided here. Co-authors of papers should be added here as well. They can be assigned to the corresponding paper in the next task - the Paper Presentations task. The submitter's name will automatically be copied as the Panel Convenor. If needed, this can be changed in the profile (under 'Role') by clicking on the name.

If your proposal has more than 5 Presenters, please submit a separate submission form for part II of your panel. Please note that each panel should have a minimum of 3 Presenters. The titles of the panels can be the same, but please number them separately (e.g. Law and Order I, Law and Order II).

A person can be added to the list as shown in the image below:

The screenshot shows the 'Edit Participants Task' interface for the proposal 'VR and AR Developments in Asia'. The page includes a navigation bar with 'Call for Papers', 'Home', and 'Log Out' on the left, and 'Conference Details' and 'Technical Support' on the right. Below the navigation bar is a breadcrumb trail: 'Home / Proposal / Tasks / Edit Participants Task for 'VR and AR Developments in Asia''. The main heading is 'EDIT PARTICIPANTS TASK FOR 'VR AND AR DEVELOPMENTS I...' with a 'Save Participants' button to the right. A note indicates '* indicates required'.

A light blue box contains instructions: 'Please create the list of participants for this panel. A panel should consist of a minimum of 3 presenters and a maximum of 5 presenters. One person can have multiple roles within the panel, e.g. a person can be the convenor, chair, and a presenter in the panel.' It lists two steps: 'Step 1. To add a participant: Type the participant's first name, last name, email address, and indicate the role(s). Click 'Add Participant'.' and 'Step 2. To complete a participant's profile: Click on the participant's name to complete the profile. A green check mark indicates a complete profile.' It concludes with 'Once the profile is complete, click 'Save Participants' to complete the task.'

The 'Add New Participant' form has three input fields: 'First Name *' (containing 'Sally'), 'Last Name *' (containing 'Duck'), and 'Email *' (containing 'sally@ias.nl'). To the right is a 'Role(s) *' dropdown menu with the instruction 'Please select at least one Role'. The roles are: 'Panel Convenor' (unchecked), 'Panel Chair' (checked), 'Panel Discussant' (unchecked), 'Presenter' (checked), and 'Co-Author' (unchecked). An 'Add Participant' button is to the right of the role selection. A red box highlights the form fields and the 'Add Participant' button with the text: 'Fill in these details, select one or multiple roles, and click 'Add Participant' to add this person.'

Below the form is the 'Participant List' section. It contains instructions: 'You must add at least 3 participants and no more than 10. You must add at least 1 panel convenor and no more than 3 panel convenors. You must have 1 panel chair for this proposal. You can add a maximum of 1 panel discussant for this proposal. You must add at least 3 presenters and no more than 5 presenters.' The list shows one participant: '1 Tess Tester', 'International Institute for Asian Studies'. The profile status is 'Profile incomplete' with a red 'x' icon. The role is 'Role(s): Panel Convenor'. There are two buttons: 'Edit Tess Tester's Profile' and 'Remove Tess Tester'.

At the bottom of the form is a 'Save Participants' button.

A person's name can easily be removed by clicking the red Remove button.

[Home](#) / [Proposal](#) / [Tasks](#) / This clickable path in the upper left corner can help you navigate.

A red warning '**Profile incomplete**' will appear when the person's profile is incomplete. The profile can be completed by clicking on 'Edit Profile' and filling in the required information. If you want to continue at a later point, just click the 'Save Participants' button and you can complete the profile(s) at a later time.

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

Home / Proposal / Tasks / Edit Participants Task for 'VR and AR Developments in Asia'

 EDIT PARTICIPANTS TASK FOR 'VR AND AR DEVELOPMENTS I... Save Participants

* indicates required

Please create the list of participants for this panel. A panel should consist of a minimum of 3 presenters and a maximum of 5 presenters. One person can have multiple roles within the panel, e.g. a person can be the convenor, chair, and a presenter in the panel.

Step 1. To add a participant:

- Type the participant's first name, last name, email address, and indicate the role(s).
- Click 'Add Participant'.

Step 2. To complete a participant's profile:

- Click on the participant's name to complete the profile.
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Participants' to complete the task.

Thank you for adding a new Participant. You can click their name to edit their details.

Add New Participant

First Name * Last Name * Email *

Role(s) *
Please select at least one Role

Panel Convenor
 Panel Discussant
 Presenter
 Co-Author

Add Participant

Participant List

You must add at least 3 participants and no more than 10.
You must add at least 1 panel convenor and no more than 3 panel convenors.
You must have 1 panel chair for this proposal.
You can add a maximum of 1 panel discussant for this proposal.
You must add at least 3 presenters and no more than 5 presenters.

1	<p>Tess Tester International Institute for Asian Studies Profile incomplete ✖ Role(s): Panel Convenor</p> <p>Edit Tess Tester's Profile Remove Tess Tester</p>	↑ ↓
2	<p>Sally Duck Profile incomplete ✖ Role(s): Panel Chair, Presenter</p> <p>Edit Sally Duck's Profile Remove Sally Duck</p>	↑ ↓
3	<p>Brown Bear Profile incomplete ✖ Role(s): Presenter</p> <p>Edit Brown Bear's Profile Remove Brown Bear</p>	↑ ↓

Save Participants

Warning appears when profile is incomplete

To complete the profile, click on 'Edit Profile'

When a profile is completed a check mark will appear. When all profiles show 'Profile completed' this task is completed.

The screenshot displays a list of four panel members, each with a 'Profile completed' status indicated by a green checkmark. A red box labeled 'Profiles are completed' has arrows pointing to each of these checkmarks. Below the list is a blue 'Save Participants' button, with a red box containing the text 'Click 'Save Participants' to save the information and to return to the Task list.' and an arrow pointing to the button.

1	Tess Tester International Institute for Asian Studies Profile completed ✓ Role(s): Panel Convenor, Presenter Edit Tess Tester's Profile Remove Tess Tester	↑ ↓
2	Sally Duck International Institute for Asian Studies (IIAS) Profile completed ✓ Role(s): Panel Chair, Presenter Edit Sally Duck's Profile Remove Sally Duck	↑ ↓
3	Brown Bear Kyoto Seika University Profile completed ✓ Role(s): Presenter Edit Brown Bear's Profile Remove Brown Bear	↑ ↓
4	Cony Rabbit Leiden University Profile completed ✓ Role(s): Co-Author Edit Cony Rabbit's Profile Remove Cony Rabbit	↑ ↓

Profiles are completed

Click 'Save Participants' to save the information and to return to the Task list.

Save Participants

3. The Paper Presentations Task

The list of all paper presentations needs to be provided here. Please click on the name of each presenter to add their presentation details.

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

Home / Proposal / Tasks / Edit Paper Presentations Task for 'VR and AR Developments in Asia'



EDIT PAPER PRESENTATIONS TASK FOR 'VR AND AR DEVELO...

[Complete Task](#)

* indicates required

Click on the name of the individual presenter to update their individual presentation title and abstract.

1	<p>Tess Tester Presentation incomplete ✖ Role(s): Panel Convenor, Presenter</p> <p style="text-align: center;">Edit Tess Tester's Form</p>
	<p>Sally Duck Presentation incomplete ✖ Role(s): Panel Chair, Presenter</p> <p style="text-align: center;">Edit Sally Duck's Form</p>
3	<p>Brown Bear Presentation incomplete ✖ Role(s): Presenter</p> <p style="text-align: center;">Edit Brown Bear's Form</p>

[Complete Task](#)

Warning indicates that the paper presentation details are not yet complete.

Click on 'Edit Form' for each presenter to add their presentation details.

Paper presentation titles, abstracts and co-author(s)

For each presenter a paper presentation title and a presentation abstract (250 words max) have to be provided. The co-authors that were added in the 'Participants task' can be assigned to the corresponding paper in this task by adding their name and affiliation to the corresponding paper.



EDIT PAPER PRESENTATIONS TASK FOR 'VR AND AR DEVELOP...

[Continue](#)

* indicates required

Paper Presentation*

The title must be brief and clearly indicate the nature of the presentation.

VR meetings experiences in Asia 31 characters
5 words

Enter the Paper presentation title here.

Presentation Abstract*

(250 words maximum)

File Edit Insert View Format Table Tools
B I U x₂ x² [List icons] [Align icons] [Undo] [Redo] [Help]

VR meetings experiences in Asia abstract 40 characters
6 words (Max 250 words)

Enter the Paper abstract here.

Co-Author 1

One paper presentation can have a maximum of 2 co-authors, please enter "name, affiliation" of the co-author(s) for this paper below in this format:
Jane Doe, Open University

Cony Rabbit, Leiden University 30 characters
4 words

The co-authors that were added in the 'Participants task' can be assigned to the corresponding paper (max 2 per paper) in this task by adding their name and affiliation in this part.

Co-Author 2

0 characters
0 words

[Continue](#)

When the details of a paper presentation are complete a check mark will appear. When all presentations show 'Presentation completed' this task is completed. If you want to continue at a later point, just click the 'Complete Task' button to save the information you have filled in until that point and you can edit and complete the details at a later time.

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

Home / Proposal / Tasks / Edit Paper Presentations Task for 'VR and AR Developments in Asia'



EDIT PAPER PRESENTATIONS TASK FOR 'VR AND AR DEVELO...

Complete Task

* Indicates required

Click on the name of the individual presenter to update their individual presentation title and abstract.

Presentation for Brown Bear was successfully completed on Friday, 21 February, 2020, 10:23 AM

1	<p>Tess Tester</p> <p>Presentation completed ✓</p> <p>Role(s): Panel Convenor, Presenter</p> <p>Edit Tess Tester's Form</p>
2	<p>Sally Duck</p> <p>Presentation completed ✓</p> <p>Role(s): Panel Chair, Presenter</p> <p>Edit Sally Duck's Form</p>
3	<p>Brown Bear</p> <p>Presentation completed ✓</p> <p>Role(s): Presenter</p> <p>Edit Brown Bear's Form</p>

When all Paper presentation details are complete a check mark will appear.

Click 'Complete Task' to save the information and to return to the Task list.

Complete Task

4. The Disclaimer Task

Accepted proposals will be included in the Conference programme and published on the conference website. However, only abstracts and names of presenters who have registered and paid within the given deadline qualify for the above. The organisers of this event take no responsibility for any published abstracts submitted. Any issues or errors arising from the abstracts are solely the responsibility of the authors.

Please tick the 'I agree' box, type your Full name and 'Submit Agreement'.

Call for Papers | Home | Log Out Conference Details | Technical Support

Proposal Title: VR and AR Developments in Asia

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Disclaimer Task for 'VR and AR Developments in Asia'



EDIT DISCLAIMER TASK FOR 'VR AND AR DEVELOPMENTS IN ...

[Submit Agreement](#)

* indicates required

Please indicate your agreement below.

Accepted proposals will be included in the Conference programme and published on the conference website. However only abstracts and names of presenters who have registered and paid within the given deadline qualify for the above.

The organisers of this event take no responsibility for any published abstracts submitted. Any issues or errors arising from the abstracts are solely the responsibility of the authors.

I agree.

Tess Tester

Please indicate your agreement by typing in your full name above

[Submit Agreement](#)

The Task list is completed when all tasks are marked with a green check mark.



TASK LIST

Save Submission

Please click on each task below to enter the requested information. A large green check mark will appear once the task has been completed. After you have completed all of the tasks below, click 'Save Submission'.

When you have checked all details and are ready to submit your proposal, click the 'Submit' button.

[Edit VR and AR Developments in Asia](#)

Proposal ID: 854773

Submission Type: Panel

Proposal Status: Active

A green mark here indicates that the task is completed.

-  1. Overall Panel Abstract
Completed Friday, 21 February, 2020, 8:31 AM
Click here to provide the overall panel abstract.
-  2. Participants
Completed Friday, 21 February, 2020, 9:31 AM
Click here to add participants to this panel.
-  3. Paper Presentations
Completed Friday, 21 February, 2020, 10:36 AM
Click here to provide an individual paper presentation.
-  4. Disclaimer
Completed Friday, 21 February, 2020, 10:41 AM
Click here to indicate your agreement.

When all tasks in the Task list are completed, click 'Save Submission' to proceed.

Save Submission

Preview, check and submit your proposal

[Call for Papers](#) | [Home](#) | [Log Out](#)

[Conference Details](#) | [Technical Support](#)

Proposal Title: VR and AR Developments in Asia

[Home](#) / [Proposal](#) / [Tasks](#) / [Submit](#)



PROPOSAL SUMMARY

[Submit](#)

[Edit VR and AR Developments in Asia](#)

Proposal ID: 854773

Submission Type: Panel

Proposal Status: Active

Click 'Submit' when you have previewed and checked your submission details.

You have completed all the required tasks for this proposal. Use the "Submit" button to complete your proposal.



1. Overall Panel Abstract

Completed - Friday, 21 February, 2020, 8:31 AM



2. Participants

Completed - Friday, 21 February, 2020, 9:31 AM



3. Paper Presentations

Completed - Friday, 21 February, 2020, 10:36 AM



4. Disclaimer

Completed - Friday, 21 February, 2020, 10:41 AM

[Click here for a preview of your proposal.](#)